

Date: August 6, 1999

DSL-BQA-99-032

To: Community Based Residential Facilities

CBRF 11

From: Susan Schroeder, Director  
Bureau of Quality Assurance

### **PLAN REVIEW REQUIREMENTS IN CBRFs**

This memo highlights when plan reviews are required to be submitted to the Department for new construction, additions to or remodeling of existing facilities, and installation/upgrading of smoke and heat detector systems.

#### **A. Plan Review for Installation or Upgrade of Smoke and Heat Detection Systems**

Section HFS 83.43(4)(b)3., Wisconsin Administrative Code, states that “CBRFs initially licensed before January 1, 1997 shall, at a minimum, have one or more single station battery operated smoke detectors in all of the locations specified in subd. 2, when an interconnected or radio frequency smoke detector is not installed in that location. CBRFs licensed before January 1, 1997 shall have an interconnected or radio frequency smoke detector in each of the locations specified in subd. 2 within 5 years after January 1, 1997 or when any smoke detector of the smoke detection system in the facility on January 1, 1997 needs replacement and new smoke detectors compatible with the detection system currently in the CBRF are not available and a new smoke detection system needs to be installed, whichever comes first.”

The Bureau of Quality Assurance (BQA) considers the installation of new parts of the smoke detection system to be an addition to the facility. Section 50.035(2)(b), Wis. Stats., additionally states that no facility may install a smoke detection system that fails to meet the approval of the Department of Health and Family Services (DHFS) or the Department of Commerce.

Any changes to the smoke detection system require plan submittal and approval. Within five years after January 1, 1997, all CBRFs must have an interconnected or radio frequency smoke detector in each of the locations specified in subd. 2. If the system needs replacement and new smoke detectors compatible with the detection system currently in the CBRF are not available, the new system must be installed and a plan review request submitted.

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**B. Construction Plan Review**

Section HFS 83.56(2), Wis. Admin. Code, states "Plan Review. All construction plans for new CBRFs of any size and any additions to existing buildings shall be reviewed and approved by DHFS before construction."

**Large CBRFs:** CBRFs over 20 beds require plans to be submitted for major remodeling or alterations of existing buildings, per s. HFS 83.65(1), Wis. Admin. Code. The Bureau defines remodeling as "to make over or rebuild any portion of a building or structure and thereby modify its structural strength, fire hazard character, exits, heating and ventilating systems, electrical system or internal circulation as previously approved by the Department." (s. HFS 124.27(2)(f), Wis. Stats.) It does not include repairs necessary for the maintenance of a building or structure.

**Medium and Small CBRFs:** For these facilities, the changes described in the remodeling definition would constitute additions to the facilities as described in the plan review requirements of s. HFS 83.43(4)(b)3, Wis. Admin. Code.

Plan reviews should either be drawn to scale or show the room dimensions. Additionally, the plans should show each floor separately, including the attic and basement.

Attached to this memorandum is the form used to submit plans for review by DHFS, which includes instructions on where to send the plans and the associated fees.

If you have any questions regarding this, please contact your regional office engineer or the central office engineers listed below.

<u>Region</u>	<u>Engineer</u>	<u>Phone Number</u>
Southern (Madison)	George Gunderson	(608) 243-2376
Northeastern (Green Bay)	Kevin Joyce	(920) 448-5256
Northern (Rhineland)	John Rutt	(715) 365-2803
Southern (Milwaukee)	Ganesh Shrestha	(414) 227-2004
Southern (Milwaukee)	Keith Weitner	(414) 227-2003
Western (Eau Claire)	Romaine Anderson	(715) 836-6751
Central (Madison)	Jon Cechvala	(608) 266-1758
Central (Madison)	Ron Hoffland	(608) 266-7474
Central (Madison)	Lynn Wallace	(608) 267-0468
Central (Madison)	David Soens	(608) 261-5993

Enclosure